

Request for letter of reference

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Thank you for agreeing to prepare a letter of reference for me. I am applying for scholarships and this letter will be used specifically for: \_\_\_\_\_

The scholarship submission date is \_\_\_\_\_ and I would be most appreciative if I could have the letter of reference by \_\_\_\_\_.

Currently my area of study at university/college will be:

I have attached a copy of my student profile so that you may reference my achievements.

I have also attached, where applicable, information regarding the focus of the scholarship.

Website of scholarship I am applying for;

If you need additional information please email me at:

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

And finally, I would like to thank you for your time and helping me complete my application. I understand how busy you are.

Sincerely,

\_\_\_\_\_  
(Student Name)